


Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | |
|-----------------------------------|-----------------------------------------------|
| Name: Christina R. Wheeler | Pay Period 7 |
| Employee No. 62 | Dates: March 22, 2012 to April 4, 2012 |

| | | | | | | | | | | | | | |
|-------------|------|--------|------|----|--|--|--|--|--|--|--|--|----------------|
| Job No. | Date | 3010.9 | 3500 | OH | | | | | | | | | |
| Phase No. | | 40 | 40 | 2 | | | | | | | | | |
| Task No. | | 30 | 30 | 50 | | | | | | | | | |
| Thursday | 3/22 | 8 | | | | | | | | | | | |
| Friday | 3/23 | 8 | | | | | | | | | | | |
| Saturday | 3/24 | | | | | | | | | | | | |
| Sunday | 3/25 | | 3 | | | | | | | | | | |
| Monday | 3/26 | 9 | | 1 | | | | | | | | | OH - Staff Mtg |
| Tuesday | 3/27 | 10.5 | | | | | | | | | | | |
| Wednesday | 3/28 | 9.5 | | | | | | | | | | | |
| Thursday | 3/29 | 10.5 | | | | | | | | | | | |
| Friday | 3/30 | 10 | | | | | | | | | | | |
| Saturday | 3/31 | | | | | | | | | | | | |
| Sunday | 4/1 | 2 | | | | | | | | | | | |
| Monday | 4/2 | 10.5 | | | | | | | | | | | |
| Tuesday | 4/3 | 11 | | | | | | | | | | | |
| Wednesday | 4/4 | 11.5 | | | | | | | | | | | |
| Total Hours | | 100.5 | 3 | 1 | | | | | | | | | |

Hours Worked: 104.5 +Annual Leave _____ +Sick Leave _____ =Total Hours 104.5

Signature: 

| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Client Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | |
|------------------------------------------|------------------------------------------------------|
| Name: Christina R. Wheeler | Pay Period 8 |
| Employee No. 62 | Dates: April 5, 2012 to April 18, 2012 |

| Job No. | Date | 3010.9 | 3500 | OH | OH | OH | 6005.1 | | | | | | |
|-------------|------|--------|------|----|-----|----|--------|--|--|--|--|--|-----------------|
| Phase No. | | 40 | 40 | 2 | 2 | 2 | 40 | | | | | | |
| Task No. | | 30 | 30 | 10 | 40 | 50 | 30 | | | | | | |
| Thursday | 4/5 | 6.5 | | | 1.5 | | | | | | | | Let out at 3:30 |
| Friday | 4/6 | | | 8 | | | | | | | | | |
| Saturday | 4/7 | | | | | | | | | | | | |
| Sunday | 4/8 | | | | | | | | | | | | |
| Monday | 4/9 | 3 | 3 | | | 2 | | | | | | | OH - Staff Mtg |
| Tuesday | 4/10 | 4 | 2 | | | 1 | | | | | | | |
| Wednesday | 4/11 | 4 | 4 | | | | | | | | | | |
| Thursday | 4/12 | 1 | 8 | | | | | | | | | | |
| Friday | 4/13 | | 7 | | | 1 | | | | | | | |
| Saturday | 4/14 | | | | | | | | | | | | |
| Sunday | 4/15 | | | | | | | | | | | | |
| Monday | 4/16 | 2 | 3 | | | 1 | 2 | | | | | | |
| Tuesday | 4/17 | 2 | 4 | | | 1 | 1 | | | | | | |
| Wednesday | 4/18 | 4 | 4 | | | | | | | | | | |
| Total Hours | | 26.5 | 35 | 8 | 1.5 | 6 | 3 | | | | | | |

Hours Worked: 80 +Annual Leave _____ +Sick Leave _____ =Total Hours 80

Signature: _____

| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Client Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | |
|----------------------------------------------------------------------------------|---------------------------------------------|
| Name: Christina R. Wheeler | Pay Period 9 |
| Employee No. 62 | Dates: April 19, 2012 to May 2, 2012 |

| Job No. | Date | 3010.9 | 3500 | 2020 | 6005.1 | OH | | | | | | | |
|-------------|------|--------|------|------|--------|----|--|--|--|--|--|----------------|--|
| Phase No. | | 40 | 40 | 40 | 40 | 2 | | | | | | | |
| Task No. | | 30 | 30 | 30 | 30 | 50 | | | | | | | |
| Thursday | 4/19 | 2 | 4 | | 2 | | | | | | | | |
| Friday | 4/20 | 1 | 1 | 4 | | 2 | | | | | | | |
| Saturday | 4/21 | | | | | | | | | | | | |
| Sunday | 4/22 | | | | | | | | | | | | |
| Monday | 4/23 | 3 | 2 | 1 | | 2 | | | | | | OH - Staff Mtg | |
| Tuesday | 4/24 | 4 | | 3 | | 1 | | | | | | | |
| Wednesday | 4/25 | 3 | 1 | 3 | 1 | | | | | | | | |
| Thursday | 4/26 | 2 | 2 | 1 | 3 | | | | | | | | |
| Friday | 4/27 | 4 | | 2 | 1 | 1 | | | | | | | |
| Saturday | 4/28 | | | | | | | | | | | | |
| Sunday | 4/29 | | | | | | | | | | | | |
| Monday | 4/30 | | | | | | | | | | | | |
| Tuesday | 5/1 | | | | | | | | | | | | |
| Wednesday | 5/2 | | | | | | | | | | | | |
| Total Hours | | 19 | 10 | 14 | 7 | 6 | | | | | | | |

Hours Worked: 56 +Annual Leave _____ +Sick Leave _____ =Total Hours 56

Signature: _____

| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Client Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | |
|------------------------|-----------------------------------------------|
| Name: Fritz Lua | Pay Period 8 |
| Employee No. 21 | Dates: April 5, 2012 to April 18, 2012 |

| Job No. | Date | 3011 | 3011 | 2021.1 | 4009 | 3011 | OH12 | OH12 | 3010 | | | | |
|-------------|------|------|------|--------|------|------|------|------|-----------------|-----------------------------|--|--|--|
| Phase No. | | 80 | 80 | 80 | 80 | 85 | 2 | 2 | 40 | | | | |
| Task No. | | 30 | 50 | 30 | 30 | 30 | 20 | 50 | 30 | | | | |
| Thursday | 4/5 | 5 | | 3 | | | | | | | | | |
| Friday | 4/6 | | | | | | 8 | | | | | | |
| Saturday | 4/7 | | | | | | | | | | | | |
| Sunday | 4/8 | | | | | | | | | | | | |
| Monday | 4/9 | 2 | | 2 | 2 | | | 2 | (Staff Meeting) | | | | |
| Tuesday | 4/10 | 2.5 | | 5.5 | | | | | | | | | |
| Wednesday | 4/11 | 2 | | 6 | | | | | | | | | |
| Thursday | 4/12 | 3.5 | 2 | 2 | 2 | 0.5 | | | | | | | |
| Friday | 4/13 | | 6 | | | | | | | | | | |
| Saturday | 4/14 | | | | | | | | | | | | |
| Sunday | 4/15 | | | | | | | | | | | | |
| Monday | 4/16 | 4 | 2 | 4 | | | | | | | | | |
| Tuesday | 4/17 | 2.5 | | 3.5 | 1 | | | | 1 | (Storage looking for survey | | | |
| Wednesday | 4/18 | 4 | 2 | 4 | | | | | | books) | | | |
| Total Hours | | 25.5 | 12 | 30 | 5 | 0.5 | 8 | 2 | 1 | | | | |

Hours Worked: 76 +Annual Leave 8 +Sick Leave =Total Hours 84

Signature: 

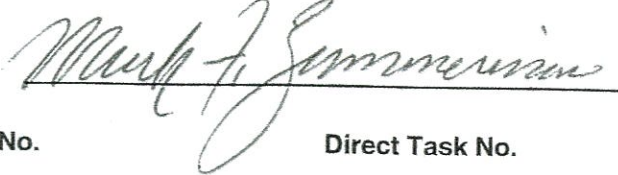
| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Clent Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | |
|----------------------------------------------------------------------------|--------------------------------------------------------------------|
| Name: Mark Zimmerman | Pay Period 7 |
| Employee No. 26 | Dates: March 22, 2012 to April 4, 2012 |

| Job No. | Date | 3014.1 | | 9965.4 | | 3011.4 | 7004.8 | 1060.6 | 3010.9 | 7003 | 1063.1 | OH2012 | OH2012 |
|-------------|------|--------|--|--------|--|--------|--------|--------|--------|------|--------|--------|--------|
| Phase No. | | 40 | | 40 | | 40 | 40 | 40 | 40 | 40 | 40 | 1 | 2 |
| Task No. | | 40 | | 40 | | 40 | 40 | 40 | 40 | 40 | 40 | 50 | 30 |
| Thursday | 3/22 | 7 | | | | | | | | | | | 1 |
| Friday | 3/23 | 3 | | 1 | | 2 | | 2 | | | | | |
| Saturday | 3/24 | | | | | | | | | | | | |
| Sunday | 3/25 | | | | | | | | | | | | |
| Monday | 3/26 | 2 | | 2 | | 2 | | 2 | | | | | |
| Tuesday | 3/27 | | | 1 | | 7 | | | | | | | |
| Wednesday | 3/28 | | | | | 9 | | | | | | | |
| Thursday | 3/29 | | | 3 | | 2 | | | | | | 2 | 1 |
| Friday | 3/30 | | | | | | | | | 6 | 2 | | |
| Saturday | 3/31 | | | | | | | | | | | | |
| Sunday | 4/1 | | | | | | | | | | | | |
| Monday | 4/2 | | | | | | | | 3 | 4 | | | 1 |
| Tuesday | 4/3 | | | | | 2 | | | 4 | | | 1 | 1 |
| Wednesday | 4/4 | | | | | 3 | 5 | | | | | | |
| Total Hours | | 12 | | 7 | | 27 | 5 | 4 | 7 | 10 | 2 | 3 | 4 |

Hours Worked: 77 +Annual Leave 0 +Sick Leave 4 =Total Hours 81

Signature: 

- | Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Clent Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | |
|----------------------------------------------------------------------------|---------------------------------------------|
| Name: Mark Zimmerman | Pay Period 9 |
| Employee No. 26 | Dates: April 19, 2012 to May 2, 2012 |

| Job No. | Date | 7004.8 | | 3010.9 | | | | | OH2012 | | OH2012 | | OH2012 |
|-------------|------|--------|--|--------|--|--|--|--|--------|--|--------|--|--------|
| Phase No. | | 40 | | 40 | | | | | 2 | | 2 | | 1 |
| Task No. | | 40 | | 40 | | | | | 20 | | 30 | | 50 |
| Thursday | 4/19 | 8 | | | | | | | | | | | |
| Friday | 4/20 | 6 | | | | | | | | | | | 2 |
| Saturday | 4/21 | | | | | | | | | | | | |
| Sunday | 4/22 | | | | | | | | | | | | |
| Monday | 4/23 | | | | | | | | | | 1 | | 7 |
| Tuesday | 4/24 | 2 | | | | | | | | | | | 6 |
| Wednesday | 4/25 | 8 | | | | | | | | | | | |
| Thursday | 4/26 | 7 | | | | | | | | | 1 | | |
| Friday | 4/27 | | | | | | | | 8 | | | | |
| Saturday | 4/28 | | | | | | | | | | | | |
| Sunday | 4/29 | | | | | | | | | | | | |
| Monday | 4/30 | 5 | | 1 | | | | | | | 1 | | 1 |
| Tuesday | 5/1 | 8 | | | | | | | | | | | |
| Wednesday | 5/2 | 8 | | | | | | | | | | | |
| Total Hours | | 52 | | 1 | | | | | 8 | | 3 | | 16 |

Hours Worked: 69 +Annual Leave 8 +Sick Leave 3 =Total Hours 80

Signature: 

- | Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Client Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | |
|------------------------------|-----------------------------------------------|
| Name: Theodore Hemelt | Pay Period 7 |
| Employee No. 34 | Dates: March 22, 2012 to April 4, 2012 |

| | | | | | | | | | | | | | | |
|-------------|------|--------|--|--|--|--|--|--|--|--|--|--|--|--|
| Job No. | | 3010.9 | | | | | | | | | | | | |
| Phase No. | Date | 40 | | | | | | | | | | | | |
| Task No. | | 40 | | | | | | | | | | | | |
| Thursday | 3/22 | 11 | | | | | | | | | | | | |
| Friday | 3/23 | 8 | | | | | | | | | | | | |
| Saturday | 3/24 | | | | | | | | | | | | | |
| Sunday | 3/25 | | | | | | | | | | | | | |
| Monday | 3/26 | 8 | | | | | | | | | | | | |
| Tuesday | 3/27 | 8.5 | | | | | | | | | | | | |
| Wednesday | 3/28 | 9.5 | | | | | | | | | | | | |
| Thursday | 3/29 | 12 | | | | | | | | | | | | |
| Friday | 3/30 | 10 | | | | | | | | | | | | |
| Saturday | 3/31 | | | | | | | | | | | | | |
| Sunday | 4/1 | | | | | | | | | | | | | |
| Monday | 4/2 | 12 | | | | | | | | | | | | |
| Tuesday | 4/3 | 9 | | | | | | | | | | | | |
| Wednesday | 4/4 | 9 | | | | | | | | | | | | |
| Total Hours | | 97 | | | | | | | | | | | | |

Hours Worked: 97 +Annual Leave 0 +Sick Leave 0 =Total Hours 97

Signature: _____

| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Client Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

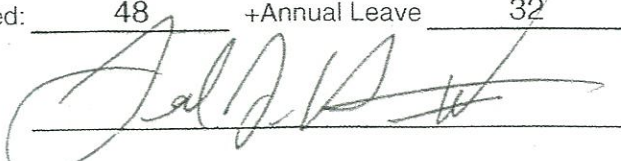
Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | |
|------------------------------|-----------------------------------------------|
| Name: Theodore Hemelt | Pay Period 8 |
| Employee No. 34 | Dates: April 5, 2012 to April 18, 2012 |

| | | | | | | | | | | | | | |
|-------------|------|--------|--------|------|--|--|--|--|--|--|--|--|--|
| Job No. | Date | 3010.9 | OH '12 | 2020 | | | | | | | | | |
| Phase No. | | 40 | 1 | 40 | | | | | | | | | |
| Task No. | | 40 | 20 | 40 | | | | | | | | | |
| Thursday | 4/5 | 8 | | | | | | | | | | | |
| Friday | 4/6 | 8 | | | | | | | | | | | |
| Saturday | 4/7 | | | | | | | | | | | | |
| Sunday | 4/8 | | | | | | | | | | | | |
| Monday | 4/9 | | 8 | | | | | | | | | | |
| Tuesday | 4/10 | | 8 | | | | | | | | | | |
| Wednesday | 4/11 | | 8 | | | | | | | | | | |
| Thursday | 4/12 | | | 8 | | | | | | | | | |
| Friday | 4/13 | | | 8 | | | | | | | | | |
| Saturday | 4/14 | | | | | | | | | | | | |
| Sunday | 4/15 | | | | | | | | | | | | |
| Monday | 4/16 | | | 8 | | | | | | | | | |
| Tuesday | 4/17 | | 8 | | | | | | | | | | |
| Wednesday | 4/18 | | | 8 | | | | | | | | | |
| Total Hours | | 16 | 32 | 32 | | | | | | | | | |

Hours Worked: 48 +Annual Leave 32 +Sick Leave 0 =Total Hours 80

Signature:



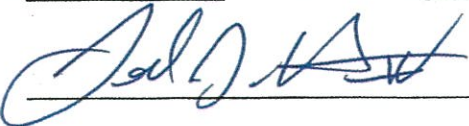
| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Clent Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | |
|-----------------------|--------------------------------------|
| Name: Theodore Hemelt | Pay Period 9 |
| Employee No. 34 | Dates: April 19, 2012 to May 2, 2012 |

| | | | | | | | | | | | | | |
|-------------|------|--------|------|--|--|--|--|--|--|--|--|--|--|
| Job No. | Date | 3010.9 | 2020 | | | | | | | | | | |
| Phase No. | | 40 | 40 | | | | | | | | | | |
| Task No. | | 40 | 40 | | | | | | | | | | |
| Thursday | 4/19 | 8 | | | | | | | | | | | |
| Friday | 4/20 | 8 | | | | | | | | | | | |
| Saturday | 4/21 | | | | | | | | | | | | |
| Sunday | 4/22 | | | | | | | | | | | | |
| Monday | 4/23 | 8 | | | | | | | | | | | |
| Tuesday | 4/24 | 8 | | | | | | | | | | | |
| Wednesday | 4/25 | 8 | | | | | | | | | | | |
| Thursday | 4/26 | | 8 | | | | | | | | | | |
| Friday | 4/27 | | 8 | | | | | | | | | | |
| Saturday | 4/28 | | | | | | | | | | | | |
| Sunday | 4/29 | | | | | | | | | | | | |
| Monday | 4/30 | | 8 | | | | | | | | | | |
| Tuesday | 5/1 | 8 | | | | | | | | | | | |
| Wednesday | 5/2 | 8 | | | | | | | | | | | |
| Total Hours | | 56 | 24 | | | | | | | | | | |

Hours Worked: 80 +Annual Leave 0 +Sick Leave 0 =Total Hours 80

Signature: 

| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Client Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | | | |
|--------------|------------|------------|---------------------------------|
| Name: | Beth Davis | Pay Period | 7 |
| Employee No. | 43 | Dates: | March 22, 2012 to April 4, 2012 |

| | | | | | | | | | | | | | |
|-------------|------|--------|----------|------|--------|------|--|--|--|--|--|--|--|
| Job No. | Date | 3010.8 | 1060.6.1 | 1063 | 7004.8 | 7003 | | | | | | | |
| Phase No. | | 40 | 30 | 40 | 40 | 40 | | | | | | | |
| Task No. | | 40 | 40 | 40 | 40 | 40 | | | | | | | |
| Thursday | 3/22 | 8 | | | | | | | | | | | |
| Friday | 3/23 | 6 | 2 | | | | | | | | | | |
| Saturday | 3/24 | | | | | | | | | | | | |
| Sunday | 3/25 | | | | | | | | | | | | |
| Monday | 3/26 | | 6 | 1 | 1 | | | | | | | | |
| Tuesday | 3/27 | | 7 | | 1 | | | | | | | | |
| Wednesday | 3/28 | | 8 | | | | | | | | | | |
| Thursday | 3/29 | | 8 | | | | | | | | | | |
| Friday | 3/30 | | 4 | | 4 | | | | | | | | |
| Saturday | 3/31 | | | | | | | | | | | | |
| Sunday | 4/1 | | | | | | | | | | | | |
| Monday | 4/2 | | | | 6 | 2 | | | | | | | |
| Tuesday | 4/3 | | | | 4 | 4 | | | | | | | |
| Wednesday | 4/4 | | | | 8 | | | | | | | | |
| Total Hours | | 14 | 35 | 1 | 24 | 6 | | | | | | | |

Hours Worked: 80 +Annual Leave +Sick Leave =Total Hours 80

Signature: Beth Davis

| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Client Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | |
|---------------------------------------|------------------------------------------------------|
| Name: Samantha Houghton | Pay Period 7 |
| Employee No. 79 | Dates: March 22, 2012 to April 4, 2012 |

| Job No. | Date | OH | 3010.9 | 1060.6 | 1063 | | | | | | | | | TOTAL |
|-------------|------|------|--------|--------|------|--|--|--|--|--|--|--|--|-------|
| Phase No. | | 1 | 40 | 30 | 30 | | | | | | | | | |
| Task No. | | 50 | 40 | 40 | 40 | | | | | | | | | |
| Thursday | 3/22 | | | 8.75 | | | | | | | | | | 8.75 |
| Friday | 3/23 | 0.75 | | 7.25 | | | | | | | | | | 8 |
| Saturday | 3/24 | | | | | | | | | | | | | |
| Sunday | 3/25 | | | | | | | | | | | | | |
| Monday | 3/26 | | | 8.25 | | | | | | | | | | 8.25 |
| Tuesday | 3/27 | | | 8.25 | | | | | | | | | | 8.25 |
| Wednesday | 3/28 | | | 8.75 | | | | | | | | | | 8.75 |
| Thursday | 3/29 | | | 8.25 | | | | | | | | | | 8.25 |
| Friday | 3/30 | | | 8 | | | | | | | | | | 8 |
| Saturday | 3/31 | | | | | | | | | | | | | |
| Sunday | 4/1 | | | | | | | | | | | | | |
| Monday | 4/2 | 0.75 | | 1.5 | 6.5 | | | | | | | | | 8.75 |
| Tuesday | 4/3 | 0.25 | 3 | | 6 | | | | | | | | | 9.25 |
| Wednesday | 4/4 | 1 | 6 | | 1 | | | | | | | | | 8 |
| Total Hours | | 2.75 | 9 | 59 | 13.5 | | | | | | | | | 84.25 |

Hours Worked: 84.25 +Annual Leave _____ +Sick Leave _____ =Total Hours 84.25

Signature: 

| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Client Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | |
|-------------------------------------------------------------------------------|------------------------------------------------------|
| Name: Samantha Houghton | Pay Period 8 |
| Employee No. 79 | Dates: April 5, 2012 to April 18, 2012 |

| Job No. | Date | OH | 3010.9 | 1063 | 7004.8 | OH | OH | 1060.6 | | | | | |
|-------------|------|------|--------|------|--------|------|----|--------|--|--|--|--|-------|
| Phase No. | | 1 | 40 | 30 | 40 | 2 | 2 | 40 | | | | | |
| Task No. | | 50 | 40 | 40 | 40 | 40 | 10 | 40 | | | | | |
| Thursday | 4/5 | 7 | | | | 1.75 | | | | | | | 8.75 |
| Friday | 4/6 | | | | | | 8 | | | | | | 8 |
| Saturday | 4/7 | | | | | | | | | | | | |
| Sunday | 4/8 | | | | | | | | | | | | |
| Monday | 4/9 | | | | | | | | | | | | 0 |
| Tuesday | 4/10 | | | 0.25 | | | | 8.5 | | | | | 8.75 |
| Wednesday | 4/11 | | | | | | | 9 | | | | | 9 |
| Thursday | 4/12 | | | | | | | 8.25 | | | | | 8.25 |
| Friday | 4/13 | 8.75 | | | | | | | | | | | 8.75 |
| Saturday | 4/14 | | | | | | | | | | | | |
| Sunday | 4/15 | | | | | | | | | | | | |
| Monday | 4/16 | | | | 8.75 | | | | | | | | 8.75 |
| Tuesday | 4/17 | | | | | | | | | | | | 0 |
| Wednesday | 4/18 | | | | | 4.5 | | 4 | | | | | 8.5 |
| Total Hours | | | | | | | | | | | | | 68.75 |

Hours Worked: 68.75 +Annual Leave _____ +Sick Leave _____ =Total Hours 68.75

Signature: SAMANTHA HOUGHTON



| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Client Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

** See Dr. Notes
Attached.*

Thank You. Sam

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | |
|-----------------------------|-----------------------------------------------|
| Name: Dianne Hellemn | Pay Period 7 |
| Employee No. 45 | Dates: March 22, 2012 to April 4, 2012 |

| Job No. | Date | OH | 2021.1 | 3010.8 | 3011 | 3011 | 3014 | 4009 | 9965.4 | | | | |
|-------------|------|------|--------|--------|------|------|------|------|--------|--|--|--|--|
| Phase No. | | 1 | 80 | 40 | 80 | 85 | 40 | 90 | 40 | | | | |
| Task No. | | 50 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | | | | |
| Thursday | 3/22 | 7 | | | | 1 | | | | | | | |
| Friday | 3/23 | 7 | | | 1 | | | | | | | | |
| Saturday | 3/24 | | | | | | | | | | | | |
| Sunday | 3/25 | | | | | | | | | | | | |
| Monday | 3/26 | 6.5 | | | | | 1.5 | | | | | | |
| Tuesday | 3/27 | 6 | | 0.5 | 0.5 | 1 | | | | | | | |
| Wednesday | 3/28 | 6 | 0.5 | | 0.5 | 1 | | | | | | | |
| Thursday | 3/29 | 7 | | | | | | 0.5 | 0.5 | | | | |
| Friday | 3/30 | 8 | | | | | | | | | | | |
| Saturday | 3/31 | | | | | | | | | | | | |
| Sunday | 4/1 | | | | | | | | | | | | |
| Monday | 4/2 | 8 | | | | | | | | | | | |
| Tuesday | 4/3 | 7 | | | 0.5 | 0.5 | | | | | | | |
| Wednesday | 4/4 | 7 | | | 1 | | | | | | | | |
| Total Hours | | 69.5 | 0.5 | 0.5 | 3.5 | 3.5 | 1.5 | 0.5 | 0.5 | | | | |

Hours Worked: 80 +Annual Leave _____ +Sick Leave _____ =Total Hours 80

Signature: Dianne Hellemn

| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Client Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | | | |
|---------------------|-----------------------|-------------------|----------------------------------------|
| Name: | Dianne Hellemn | Pay Period | 8 |
| Employee No. | 45 | Dates: | April 5, 2012 to April 18, 2012 |

| Job No. | Date | OH | OH | OH | OH | 2021.1 | 3010.9 | 3011 | 3014 | 4009 | | | |
|-------------|------|-----|----|-----|----|--------|--------|------|------|------|--|--|--|
| Phase No. | | 1 | 2 | 2 | 2 | 80 | 40 | 80 | 40 | 90 | | | |
| Task No. | | 50 | 10 | 40 | 20 | 20 | 20 | 20 | 20 | 20 | | | |
| Thursday | 4/5 | 4 | | 1.5 | | 1 | 1 | | | 0.5 | | | |
| Friday | 4/6 | | 8 | | | | | | | | | | |
| Saturday | 4/7 | | | | | | | | | | | | |
| Sunday | 4/8 | | | | | | | | | | | | |
| Monday | 4/9 | 8 | | | | | | | | | | | |
| Tuesday | 4/10 | 6 | | | | 0.5 | 1 | | | 0.5 | | | |
| Wednesday | 4/11 | 6.5 | | | | 0.5 | | 1 | | | | | |
| Thursday | 4/12 | 6.5 | | | | 0.5 | | 0.5 | | 0.5 | | | |
| Friday | 4/13 | 8 | | | | | | | | | | | |
| Saturday | 4/14 | | | | | | | | | | | | |
| Sunday | 4/15 | | | | | | | | | | | | |
| Monday | 4/16 | 7 | | | | 1 | | | | | | | |
| Tuesday | 4/17 | 6 | | | | | | 1 | 1 | | | | |
| Wednesday | 4/18 | | | | 8 | | | | | | | | |
| Total Hours | | 52 | 8 | 1.5 | 8 | 3.5 | 2 | 2.5 | 1 | 1.5 | | | |

Hours Worked: 72 +Annual Leave 8 +Sick Leave _____ =Total Hours 80

Signature: Dianne Hellemn

| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Client Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | |
|-----------------------------|---------------------------------------------|
| Name: Dianne Hellemn | Pay Period 9 |
| Employee No. 45 | Dates: April 19, 2012 to May 2, 2012 |

| Job No. | Date | OH | 1030.5 | 1060.6 | 2021.1 | 3010.8 | 3011 | 3011 | 3014 | 9984 | | | |
|-------------|------|-----|--------|--------|--------|--------|------|------|------|------|--|--|--|
| Phase No. | | 1 | 90 | 40 | 80 | 40 | 80 | 85 | 40 | 30 | | | |
| Task No. | | 50 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | | | |
| Thursday | 4/19 | 5.5 | | 1.5 | | | | | 1 | | | | |
| Friday | 4/20 | 7 | | | 1 | | | | | | | | |
| Saturday | 4/21 | | | | | | | | | | | | |
| Sunday | 4/22 | | | | | | | | | | | | |
| Monday | 4/23 | 5.5 | | | 0.5 | | 1 | | | 1 | | | |
| Tuesday | 4/24 | 7.5 | | | 0.5 | | | | | | | | |
| Wednesday | 4/25 | 6 | | | 1.5 | | 0.5 | | | 0.5 | | | |
| Thursday | 4/26 | 5.5 | | | 0.5 | 2 | | | | | | | |
| Friday | 4/27 | 7.5 | | | | | 0.5 | | | | | | |
| Saturday | 4/28 | | | | | | | | | | | | |
| Sunday | 4/29 | | | | | | | | | | | | |
| Monday | 4/30 | 6.5 | 0.5 | | 0.5 | | | | | 0.5 | | | |
| Tuesday | 5/1 | 7.5 | | | | | | 0.5 | | | | | |
| Wednesday | 5/2 | 6.5 | | | 0.5 | | 1 | | | | | | |
| Total Hours | | 65 | 0.5 | 1.5 | 5 | 2 | 3 | 0.5 | 1 | 2 | | | |

Hours Worked: 80.5 +Annual Leave _____ +Sick Leave _____ =Total Hours 80.5

Signature: Dianne Hellemn

| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Clent Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | | | |
|--------------|-------------------|------------|---------------------------------|
| Name: | Mary Ann Hellmers | Pay Period | 7 |
| Employee No. | 53 | Dates: | March 22, 2012 to April 4, 2012 |

| | | | | | | | | | | | | | |
|-------------|------|----|--------|--|--|--|--|--|--|--|--|--|--|
| Job No. | Date | OH | 3010.8 | | | | | | | | | | |
| Phase No. | | 1 | 40 | | | | | | | | | | |
| Task No. | | 50 | 20 | | | | | | | | | | |
| Thursday | 3/22 | 8 | | | | | | | | | | | |
| Friday | 3/23 | 8 | | | | | | | | | | | |
| Saturday | 3/24 | | | | | | | | | | | | |
| Sunday | 3/25 | | | | | | | | | | | | |
| Monday | 3/26 | 7 | 1 | | | | | | | | | | |
| Tuesday | 3/27 | 7 | 1 | | | | | | | | | | |
| Wednesday | 3/28 | 8 | | | | | | | | | | | |
| Thursday | 3/29 | 8 | | | | | | | | | | | |
| Friday | 3/30 | 8 | | | | | | | | | | | |
| Saturday | 3/31 | | | | | | | | | | | | |
| Sunday | 4/1 | | | | | | | | | | | | |
| Monday | 4/2 | 7 | 1 | | | | | | | | | | |
| Tuesday | 4/3 | 8 | | | | | | | | | | | |
| Wednesday | 4/4 | 8 | | | | | | | | | | | |
| Total Hours | | | | | | | | | | | | | |

Hours Worked: 80 +Annual Leave +Sick Leave =Total Hours 80

Signature: Mary Ann Hellmers

| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Clent Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | | | |
|--------------|-------------------|------------|---------------------------------|
| Name: | Mary Ann Hellmers | Pay Period | 8 |
| Employee No. | 53 | Dates: | April 5, 2012 to April 18, 2012 |

| Job No. | Date | OH | OH | OH | OH | 3010.8 | | | | | | | |
|-------------|------|-----|----|----|-----|--------|--|--|--|--|--|--|--|
| Phase No. | | 1 | 2 | 2 | 2 | 40 | | | | | | | |
| Task No. | | 50 | 10 | 20 | 40 | 20 | | | | | | | |
| Thursday | 4/5 | 5 | | | 1.5 | 1.5 | | | | | | | |
| Friday | 4/6 | | 8 | | | | | | | | | | |
| Saturday | 4/7 | | | | | | | | | | | | |
| Sunday | 4/8 | | | | | | | | | | | | |
| Monday | 4/9 | | | 8 | | | | | | | | | |
| Tuesday | 4/10 | 8 | | | | | | | | | | | |
| Wednesday | 4/11 | 6.5 | | | | 1.5 | | | | | | | |
| Thursday | 4/12 | 7 | | | | 1 | | | | | | | |
| Friday | 4/13 | 8 | | | | | | | | | | | |
| Saturday | 4/14 | | | | | | | | | | | | |
| Sunday | 4/15 | | | | | | | | | | | | |
| Monday | 4/16 | 8 | | | | | | | | | | | |
| Tuesday | 4/17 | 8 | | | | | | | | | | | |
| Wednesday | 4/18 | 8 | | | | | | | | | | | |
| Total Hours | | | | | | | | | | | | | |

Hours Worked: 72 +Annual Leave 8 +Sick Leave =Total Hours 80

Signature: Mary Ann Hellmers

| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Clent Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |

Design Engineering, Inc.
Bi-Weekly Time Distribution Sheet

| | | | |
|--------------|-------------------|------------|-------------------------------|
| Name: | Mary Ann Hellmers | Pay Period | 9 |
| Employee No. | 53 | Dates: | April 19, 2012 to May 2, 2012 |

| | | | | | | | | | | | | | |
|-------------|------|-----|----|--------|--|--|--|--|--|--|--|--|--|
| Job No. | Date | OH | OH | 3010.8 | | | | | | | | | |
| Phase No. | | 1 | 2 | 40 | | | | | | | | | |
| Task No. | | 50 | 20 | 20 | | | | | | | | | |
| Thursday | 4/19 | 8 | | | | | | | | | | | |
| Friday | 4/20 | 8 | | | | | | | | | | | |
| Saturday | 4/21 | | | | | | | | | | | | |
| Sunday | 4/22 | | | | | | | | | | | | |
| Monday | 4/23 | 7 | 1 | | | | | | | | | | |
| Tuesday | 4/24 | 8 | | | | | | | | | | | |
| Wednesday | 4/25 | 8.5 | | | | | | | | | | | |
| Thursday | 4/26 | 7 | | 1 | | | | | | | | | |
| Friday | 4/27 | 8 | | | | | | | | | | | |
| Saturday | 4/28 | | | | | | | | | | | | |
| Sunday | 4/29 | | | | | | | | | | | | |
| Monday | 4/30 | 8 | | | | | | | | | | | |
| Tuesday | 5/1 | 8 | | | | | | | | | | | |
| Wednesday | 5/2 | 8 | | | | | | | | | | | |
| Total Hours | | | | | | | | | | | | | |

Hours Worked: 78.5 +Annual Leave 1 +Sick Leave =Total Hours 80.5

Signature: Mary Ann Hellmers

| Phase No. | Direct Task No. | Overhead Task No. | Reimbursable Task No. |
|--------------------------------|---------------------|------------------------------|---------------------------|
| 1-Current/Gen. Office | 10-Administration | 10-Holiday | 00-No Category |
| 2-Payroll Additive/Overhead | 20-Clerical | 20-Annual Leave | 10-Parking |
| 20-Conceptual Planning | 30-Engineering | 30-Sick Leave | 20-Travel |
| 25-Financing | 40-Drafting | 35-Comp Leave | 30-Hotels |
| 30-Preliminary Design | 50-Inspection | 40-Adm. Leave | 40-Meals |
| 35-Design Memo/Study | 60 | 45-Jury Duty | 50-Office Supplies |
| 40-Final Design | 70-Computer Service | 50-General Office | 50-Miscellaneous Expenses |
| 45-Redesign | | 60-Pension Plan | |
| 50-Clent Revisions | | 70-Computer Service | |
| 70-Bid Phase | | 80-Proposals | |
| 75-Surveying | | 81-Pre-Contract Negotiations | |
| 80-Construction Administration | | 82-Business Development | |
| 85-Shop Drawings | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |
| 90-Post Construction Services | | | |
| 95-Project Management | | | |